

Labor Exchange Toolbox 2.0 Employer Query Desk Aid

Workforce system staff process

Finding an employer is a three step process.

1. Staff will query the employer data base.
2. Staff will select the employer from the returned results.
3. Staff can then work with the employer's worksite to view contacts and write job orders.


NOTE: By clicking in the boxes and pressing F1, you access a help box for each item. As of document creation, help screens were incomplete. Therefore, screen shots do not include the help screen. Corrected text is included.

Employer Query

The screenshot shows the 'Employer Query' window. At the top is a menu bar with 'File', 'Edit', 'Navigation', 'Options', 'Utility', 'MO Utility', 'Window', and 'Help'. Below the menu is a toolbar with various icons. A red box labeled '1' highlights the 'Employers' icon in the toolbar. The main window has a tabbed interface with 'Emp Query' selected. Below the tabs are input fields: 'Phone Number' (with '573' entered), 'Employer Name', 'Key Words', 'FEIN', 'UI ID', and 'Status' (set to 'Active'). A red box labeled '2' highlights the 'Phone Number' field. To the right, there are radio buttons for 'Return' (Legal, Worksite, Both), with 'Worksite' selected. A red box labeled '3' highlights these radio buttons. Below them is a 'Search Area' section with radio buttons for 'Office' (selected), 'Statewide', and 'Region'. A red box labeled '4' highlights this section. A 'Search' button is located below the input fields, with a red box labeled '5' highlighting it. At the bottom is a table with columns: Status, Name, Address, City, Last Job, UI ID, and FEIN. The table has multiple empty rows.

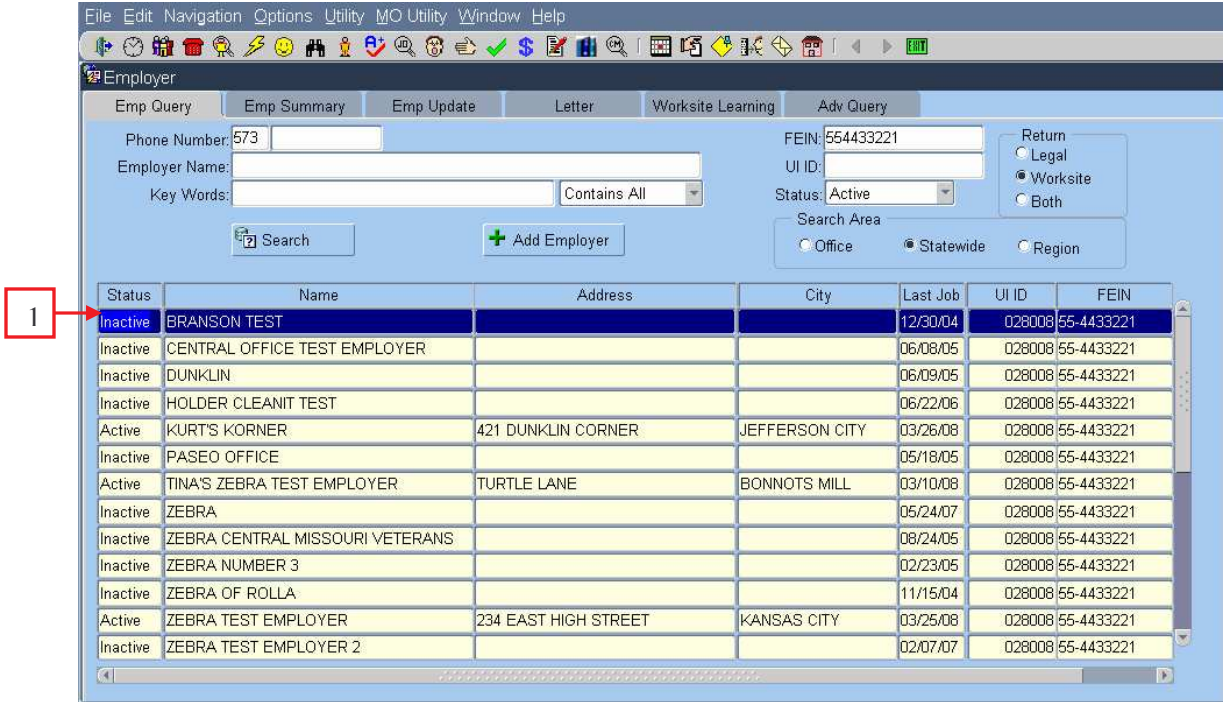
Figure 1: Employers Screen

Step-by-Step:

1. Click on the Employers  icon from the speed button bar. The Employer Query” screen will display.
2. Enter the phone number, employer name (either legal or work site name), key words, FEIN, or UI ID (formally MOESOXXXXXX).
3. Select the Return fields to be viewed.
4. Select the search parameter for the Search Area.
5. Click the Search button.

NOTE: The area code will default to the area code of the location where the staff member is located.

Returned Results



The screenshot shows a software window titled "Employer" with a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. Below the toolbar are tabs for "Emp Query", "Emp Summary", "Emp Update", "Letter", "Worksite Learning", and "Adv Query". The "Emp Query" tab is active, showing search criteria: Phone Number (573), Employer Name, Key Words, FEIN (554433221), UI ID, Status (Active), and Search Area (Office, Statewide, Region). A "Search" button and an "Add Employer" button are also present. Below the search criteria is a table of results with columns: Status, Name, Address, City, Last Job, UI ID, and FEIN. The first row is highlighted in blue and has a red box with the number "1" pointing to the "Inactive" status.

Status	Name	Address	City	Last Job	UI ID	FEIN
Inactive	BRANSON TEST			12/30/04	028008	55-4433221
Inactive	CENTRAL OFFICE TEST EMPLOYER			06/08/05	028008	55-4433221
Inactive	DUNKLIN			06/09/05	028008	55-4433221
Inactive	HOLDER CLEANIT TEST			06/22/06	028008	55-4433221
Active	KURT'S KORNER	421 DUNKLIN CORNER	JEFFERSON CITY	03/26/08	028008	55-4433221
Inactive	PASEO OFFICE			05/18/05	028008	55-4433221
Active	TINA'S ZEBRA TEST EMPLOYER	TURTLE LANE	BONNOTS MILL	03/10/08	028008	55-4433221
Inactive	ZEBRA			05/24/07	028008	55-4433221
Inactive	ZEBRA CENTRAL MISSOURI VETERANS			08/24/05	028008	55-4433221
Inactive	ZEBRA NUMBER 3			02/23/05	028008	55-4433221
Inactive	ZEBRA OF ROLLA			11/15/04	028008	55-4433221
Active	ZEBRA TEST EMPLOYER	234 EAST HIGH STREET	KANSAS CITY	03/25/08	028008	55-4433221
Inactive	ZEBRA TEST EMPLOYER 2			02/07/07	028008	55-4433221

Figure 2: Employer Query Results

Step-by-Step:

1. Select the employer work site by double clicking on the work site name.

Employer Summary

File Edit Navigation Options Utility MO Utility Window Help

Employer - BRAINSON TEST

Emp Query Emp Summary Emp Update Letter Worksite Learning Adv Query

UID: WorksiteID: FEN: JI Status: 2 BUS: Courty: Boone

ZEBRA TEST EMPLOYER LEGAL NAME
BRAINSON TEST

FCL: N Union: NAICS: 999999 Unclassified

Registers:

Contact Name	Phone/Ext	Contact Group	Email

Job Order	Status	St Date	Jcb Title	Opened	Source	Open	Ref	Hire	Salary	Staff Assigned
E156743	Closed	12/30/04	SALES REPRESENTATIVE	12/30/04	Employer	1	0	0	.00 - .00 H	Counselor Web
E156206	Closed	12/22/04	SECRETARY	12/22/04	Employer	1	2	0	12.00 - .00 H	Counselor Web
E151530	Closed	10/27/04	WELDER FITTER	10/27/04	Employer	40	0	0	.00 - .00 H	Counselor Web
E145006	Closed	09/02/04	WAREHOUSE	09/02/04	Employer	1	0	0	.00 - .00 H	Counselor Web
E145005	Closed	09/02/04	LOADER	09/02/04	Employer	11	1	0	.00 - .00 H	Counselor Web
E145001	Closed	09/02/04	WAITER ROB	09/02/04	Employer	99	0	0	.00 - .00 H	Counselor Web
E144999	Closed	09/02/04	WAREHOUSE	09/02/04	Employer	1	0	0	.00 - .00 H	Counselor Web
E144986	Closed	09/02/04	WAITER ROB	09/02/04	Employer	1	0	0	.00 - .00 H	Counselor Web

Job Orders: Open: 0 Entry: 0 Hold: 0 Mailbox: 0 Closed: 18 Archive: 0 Total: 13

New Order Save Cancel

Figure 3: Employer Summary Screen

From the screen shown in Figure 3, the work site contacts are viewable only, the job orders for this work site are in the list on the bottom third of the employer summary screen, and job orders can be written from the employer summary screen.